

## ADDING NEW ANNEX SPECIAL DISCLOSURES FROM THE LOAN DETAILS PAGE

- 1. Navigate to MyGinnieMae via https://my.ginniemae.gov.
- 2. Select Login.
- 3. Login with you MGM credentials.
- 4. Select the **Pools & Loans** tab to access the Pools & Loans Page.

The Pools & Loans Page will display.

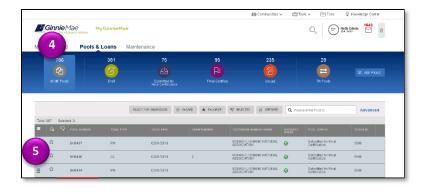
5. Select the appropriate **Pool number**.

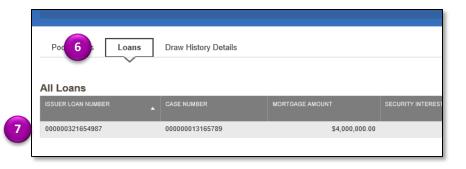
The Pool Details Page will display

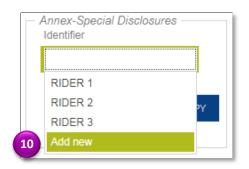
- 6. Select the Loans tab.
- 7. Select the appropriate **Loan number**.

The Loan Details Page will display.

- 8. Select the **Edit** button in the header to enable modification to the Loan Details page.
- 9. Select the **Identifier** field under the General Information section.
- 10. Select **Add new** from the dropdown.







## **Add Annex Special Disclosures From Loan Details**

ISSUER QUICK REFERENCE CARD

- Ginnie Mae
  Our Guaranty Matters
- 11. Enter an Identifier value.
- 12. Enter a **Description**.
- 13. Check the **Save to Maintenance** checkbox.
- 14. Select the **Save** button.

**NOTE:** If **Add new** is selected by accident or inadvertently, the user must cancel the changes to the Loan Details form, re-open for the form for modification, and then select the appropriate dropdown value.

